

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Safe Deposit Box Reservation

Dear [Customer Name],

We are pleased to confirm that a safe deposit box has been reserved for you at our [Branch Name] location.

Reservation Details:

- **Box Size:** [Size, e.g., 5x10]
- **Reservation Date:** [Date]
- **Expiration Date of Reservation:** [Date]
- **Annual Rental Fee:** \$[Amount]

To finalize the rental agreement and receive your keys, please visit our branch before the reservation expiration date listed above. Please bring the following items with you:

- A valid government-issued photo ID (Driver's License or Passport).
- Payment for the initial rental period and any applicable security deposit.

If you have any questions or need to reschedule your visit, please contact us at [Phone Number] or [Email Address].

Thank you for choosing [Bank/Institution Name] for your secure storage needs.

Sincerely,

[Staff Name/Department]

[Bank/Institution Name]

[Branch Address]